

HUMAN RESOURCES DEPARTMENT

San Luis Obispo County

Health Information Technician I, II, III (Career Series)

DEFINITION:

Classes in this series perform paraprofessional level duties in the collection, maintenance, release and reporting of health records; review, analyze and verify records for completeness and accuracy; code and index diagnoses and special therapies; maintain information using an electronic health records system and perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Health Information Technician I: This is the entry level class in the series. Under supervision, incumbents collect, prepare and review health information records. This level in the series performs progressively more complex duties while gaining a broad understanding of specialized health terminology and knowledge of health information records management.

Health Information Technician II: This is the journey level class in the series. Under general supervision, incumbents collect, prepare, review, audit and analyze health information records. This level in the series prepares statistical and management reports and performs more complex work. Incumbents are required to have comprehensive and in-depth knowledge of specialized health terminology and health information records management. Incumbents may provide training and instruction to clerical staff.

Health Information Technician III: This is the advanced journey level class in the series. Under general supervision, collect, prepare, review, audit and analyze health information records. Incumbents perform the most complex work and are allocated to specialty assignments. This level in the series performs lead worker duties. Incumbents may provide training and instruction to clerical and other paraprofessional staff.

REPRESENTATIVE DUTIES:

- Reviews and analyzes health record documentation and information for accuracy and completeness; identifies and verifies coding information in response to requests for clinical and billing records.
- Codes and abstracts client health information according to the International Classification of Diseases Clinical Modification System (ICD) and guidelines established by the Federal Government and Office of Statewide Planning Health Department (OSHDP) reporting requirements.
- May coordinate the work assignments of staff for training purposes or on a relief basis.
- Operates standard office equipment including a computer and assigned software.
- Composes letters, memoranda, statistical reports, medical audits; completes other forms and documents.
- Identifies, resolves and corrects errors in health records; notifies appropriate staff members of discrepancies.
- Responds to questions or concerns about the coding of health records from authorized County staff and outside agencies.
- Verifies and processes requests for access to health records; processes subpoenas.
- May represent the County in court as the custodian of medical records.
- Maintains and updates the electronic health records system.
- Creates and reviews audit reports; assists in compiling statistical data.
- Assists in collecting and reviewing reports submitted to the Office of Statewide Health Planning Department (OSHDP).
- Maintains a working knowledge of current Federal/State regulations and guidelines through continuing education and professional journals.

In Addition the HIT III

- Keeps supervisor apprised of operations, staffing and resource needs; distributes work assignments; provides input on staff performance.
- Reviews and tests new system functionalities and develops policies and procedures.
- Trains and assists staff with health records procedures and the use of the electronic health records system.
- May act on behalf of the supervisor in his/her absence.

EMPLOYMENT STANDARDS:

Knowledge of:

- Medical terminology, coding and classification systems used in health and mental health records and reports
- Techniques for analyzing client information from health records
- Laws and regulations related to the collection and release of health information
- Proper English usage, spelling, grammar and punctuation
- Medical office administrative practices and procedures; health information filing systems
- Current office equipment and computer applications used in the collection of health information
- Health Insurance Portability and Accountability Act (HIPAA) and/or other related state and federal laws and regulations

Ability to:

- Operate standard office equipment including a computer and assigned software
- Identify, verify and assess health records for completeness, accuracy and regulatory compliance
- Learn, understand and apply Federal and State laws, County regulations, rules and policies concerning health records
- Prepare, complete, timely and accurate health records
- Coordinate the work of others and communicate department's operational needs to supervisor and managers
- Maintain confidential information in accordance with legal requirements and County regulations
- Establish and maintain effective working relationships
- Exercise appropriate judgment in answering questions and releasing health information; recognize the consequences of decisions and recommendations
- Communicate effectively, both verbally and in writing

EDUCATION AND EXPERIENCE:

Health Information Technician I: Either A: Possession of a valid Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) certificate from the American Health Information Management Association (AHIMA) or equivalent. Or B: Two years of closely related medical records experience. Completion of one year of coursework in medical terminology may substitute for up to one year of the required experience.

Health Information Technician II: Three years of experience as a Health Information Technician I or equivalent. A valid RHIT or RHIA certificate or equivalent may substitute for one year of the required experience.

Health Information Technician III: Three years of experience as a Health Information Technician II or equivalent. A valid RHIT or RHIA certificate or equivalent may substitute for one year of the required experience. A valid RHIT or RHIA certificate must be obtained within six months of appointment.

LICENSES & CERTIFICATES:

As applicable, certifications must be maintained throughout employment in accordance with the requirements of the certifying agency.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.

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